

II

TO: Officials In Charge of Headquarters Offices

FROM: B/Headquarters Quality Council Executive Secretary

SUBJECT: Headquarters Quality Council Meeting of April 24, 2002

The NASA Headquarters Quality Council met on April 24, 2002, from 2:30 to 4:30 p.m. in ACR-2. The list of attendees is included as the Enclosure.

In accordance with the requirements of HQPC 1150.1, Headquarters Quality Council Charter, Mr. Mann provided a presentation assessing the continuing suitability and effectiveness of the Headquarters Quality Management System. The following presentations were provided:

Mr. Mann

- 1) Internal and external audits continue to indicate that the HQ Quality Management System is effective.
- 2) Senior Management is a major focus of the recertification audit currently scheduled for May 13-15, 2002
- 3) Action items from previous Headquarters Quality Council meetings are being managed well and are providing improvements to the Headquarters Quality Management System.
- 4) There are no resource issues at this time.
- 5) Activities are continuing for transitioning the Headquarters Quality Management System to the ISO 9001:2000 standard.

Office of Aerospace Technology Deputy Associate Administrator, Gregory Reck

- 6) A thorough analysis of the current suite of councils and boards in NPG 1000.3, The NASA Organization with recommendations for definitions, operating principles and reclassifications. (See follow-on action assigned to R/Greg Reck)

Office of External Relations Deputy Assistant Administrator, Lynn Cline

- 7) The Advisory Committee process is controlled by the General Services Administration guidance, and new NPD/NPG documents will be developed to update Agency guidance. It was determined that a Headquarters Common Process (HCP) is not currently needed.

Deputy Chief Engineer, Keith Hudkins

- 8) The phases and characteristics of a Program Commitment Agreement (PCA) with recommendations to develop a short-term solution and a more integrated long-term solution. (See follow-on action led by Code B)

Office of the Chief Financial Officer Strategic Planning Director, Matt Crouch

- 9) Customer feedback mechanisms and process standards for the Strategic Planning process are fully defined and will be used to evaluate the strengths and weaknesses of the related products.

The briefing charts for these presentations may be accessed from the Latest News icon at <http://hqiso9000.hq.nasa.gov>. Mr. Mann concluded that the current HQ Quality Management System is working well and is prepared for the recertification audit scheduled for May 13-15, 2002.

The following actions, as a result of the meeting, were identified (due dates are in bold):

<u>Responsible Organization</u>	<u>Action</u>
R/Greg Reck	Consult with Dr. Mulville and Mr. Stadd by May 17, 2002 , and provide HATS actions for council and board chairs.
Codes AE, B, M, R, S, U, Y	Code AE lead team to streamline the PCA process by June 5, 2002 .
Codes AE, B, M, R, S, U, Y	Code B lead team to integrate the PCA process, budget process, and 300-B process into one configuration controlled document by October 31, 2002 . Report at next Quality Council meeting.
Code JI (ISO 9001 Program Office)	Continue to lead the transition activities in support of recertification by May 31, 2002 .
Code JI (ISO 9001 Program Office)	Conduct an internal audit focusing on the Performance Planning process, including associated resource requirements by September 16-20, 2002 .

Code B will continue the review of the crosscutting processes as previously assigned and report at the next Quality Council meeting. Some members expressed a need to have the issue of the crosscutting processes resolved as soon as possible. Code B agreed to review the related strategic planning architecture issues on a shortened schedule. Additionally, the ISO 9001 Program Office will offer a briefing of the revised HQ Quality Management System to codes on an as requested basis.

The next regularly scheduled meeting of the Headquarters Quality Council is scheduled for October 17, 2002.

Marcietta S. Washington

Enclosure

Concurrence:

Michael B. Mann
HQ ISO 9001
Executive Management Representative

Date

Approval:

Daniel R. Mulville
Associate Deputy Administrator

Date

3

Distribution:

AI/Dr. Mulville
AA/Mr. Stadd
AB/Mr. Christensen
AE/Mr. Hudkins (Acting)
AM/Dr. Williams
AO/Mr. Holcomb
AS/Dr. Lucid
B/Mr. Varholy (Acting)
C/Mr. Sullivan (Acting)
E/Mr. Reese
F/Ms. Novak
G/Mr. Pastorek (Acting)
H/Mr. Luedtke
I/Mr. Schumacher
J/Mr. Sutton
K/Mr. Thomas
L/Mr. Bingham
M/Mr. Gregory
P/Mr. Mahone
Q/Dr. Greenfield (Acting)
R/Mr. Venneri
S/Dr. Weiler
U/Ms. Kicza (Acting)
W/Mr. Cobb
X/Mr. Saleeba
Y/Dr. Asrar

cc: (w/o encls)

A/Ms. Senke
AM/Dr. Shepanek
AO/Mr. Radosevich
AS/Ms. Montrose
B/Mr. Crouch
B/Mr. Mann
BR/Dr. Beck
BR/Ms. Wirsing
CF/Mr. Clement
CIC/Ms. Grimes
EC/Mr. Starnes
F/Ms. Saric
GK/Ms. Drinkard
HC/Mr. Walker
I/Ms. Cline
JI/Mr. Holliday
JI/Ms. Washington

JM/Dr. Tynan
K/Mr. Diamond
LB/Mr. Stehmer
MO/Mr. Capote
QS/Mr. Lyver
RS/Ms. Humphrey
SD/Mr. Albright
UM/Mr. Gavert
YB/Ms. Santa
X/Mr. Piasecky

Headquarters Quality Council Attendees
December 20, 2001

<u>Name</u>	<u>Title/Organization</u>
Daniel Mulville	Associate Deputy Administrator Official-in-Charge, Headquarters ISO 9001
Keith Hudkins	Chief Engineer (Acting)
James Radosevich	representing Lee Holcomb Chief Information Officer
Michael Mann	Director of Integrated Financial Management Program Office of the Chief Financial Officer, and Headquarters ISO 9001 Executive Management Representative
Stephen Varholy	Chief Financial Officer (Acting)
William Clement	representing Timothy Sullivan Director (Acting), Office of Headquarters Operations
James Starnes	representing George Reese Assistant Administrator Office of Equal Opportunity
Vicki Novak	Assistant Administrator Office of Human Resources and Education
Tom Luedtke	Assistant Administrator Office of Procurement
Lynn Cline	Deputy Assistant Administrator Office of External Relations
Marcietta Washington	representing Jeffrey Sutton Assistant Administrator Office of Management Systems
Henry Capote	representing Frederick Gregory Associate Administrator Office of Space Flight
Paula Cleggett	Deputy Assistant Administrator Office of Public Affairs
Michael Greenfield	Associate Administrator (Acting) Office of Safety and Mission Assurance
Gregory Reck	Deputy Associate Administrator Office of Aerospace Technology

Christopher Scolese

Deputy Associate Administrator
Office of Space Science

Kristen Erickson

Deputy Associate Administrator (Acting)
Office of Biological and Physical Research

Michael Luther

Deputy Associate Administrator
Office of Earth Science

Enclosure 1